



JOB DESCRIPTION & PERSON SPECIFICATION

Safeguarding Officer

BOW SCHOOL

44 TWELVETREES CRESCENT,

BOW, LONDON, E3 2QW

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PERSON SPECIFICATION

Attributes	Criteria
Qualifications	<ul style="list-style-type: none"> • English and Maths GCSE grade C and above. • Educated to degree level desirable but not essential • Level 3 SG/DDSL qualification is essential to the role but can be gained once appointed • Evidence of continued professional development in safeguarding is desirable
Experience, knowledge and understanding	<ul style="list-style-type: none"> • Working in a school or educational setting • Making appropriate referrals to children/adult social care • Developing effective administrative systems and procedures • Experience in use of management information system/s and safeguarding platforms such as My Concern is desirable • Knowledge and understanding of equalities issues and policies how they work in an educational context • Knowledge and understanding of safeguarding legislation • Knowledge and understanding of safeguarding issues and policies how they work in an educational context • Knowledge and understanding of working with the local authority and other partners around safeguarding • Ability to work with sensitive information and ensure confidentiality • Working with young people, parents/carers and colleagues • Experience in minute taking - desirable • Experience in dealing with and communicating sensitive information effectively
Skills and abilities	<ul style="list-style-type: none"> • Excellent verbal, listening, and written communication skills • Knowledge of available safeguarding support services and referral routes • Able to communicate and interact effectively with staff, parents, students and outside agencies • Establish and maintain effective, positive working relationships with the senior team, teachers and support staff • Strong organisational and time management skills • Confident in the use of ICT and relevant software packages (Microsoft office, email, internet etc.) • Willingness to learn new skills and acquire new areas of knowledge • Able to prioritise work load • Ability to adhere to existing school working practices and procedures • Ability to work as part of a team • Communicate effectively at all levels both verbally and in writing • Deal sensitively and in confidence with a wide range of issues relating to working practices • Ability to work in a crisis situation and advocate for children
Other specific requirements	<ul style="list-style-type: none"> • Commitment to the safeguarding of children and an understanding of policy and practice in this area • A knowledge of working practice in the education sector and/or schools • The ability to be flexible in relation to working hours as required • Good records of attendance and punctuality

We are committed to safeguarding and promoting the welfare of our students. This post is subject to an Enhanced Disclosure and Barring Service check.

JOB DESCRIPTION

Post Title:	Safeguarding Officer
Purpose:	<ul style="list-style-type: none"> • Work with staff and children across the school to maintain and develop standards of safeguarding and inclusion, including behaviour, attendance and welfare • Build on the development of a strong safeguarding culture across Bow School • Triage disclosures and manage individual caseload
Reporting to:	Early Intervention and Admissions Manager
Resources responsible for:	None
Working Time:	Term time plus two weeks, 35 hours per week
Scale/Grade	Scale SO1
The Role	<ul style="list-style-type: none"> • Provide welcoming, supportive, efficient administrative duties regarding safeguarding and student welfare. • Be responsible for maintaining the student safeguarding systems databases. • Work under supervision of Early Interventions and Admissions Manager to liaise with Heads of Year, Assistant Heads of Year and the Inclusion team. • Keep accurate, clear and concise records of all safeguarding interventions and consultations and update the My Concerns platform. • To ensure best practice and robust safeguarding procedures are in place • Manage own work load in line with the school priorities • Keep a good working knowledge of the statutory framework and any policies and procedures relating to Safeguarding in order to be able to offer informed advice to parents, school staff and others • To act as a point of contact for any child protection or safeguarding concern providing timely, relevant support and advice to safeguard the child • Make timely external referrals to a range of agencies, including Family Welfare Service and Children’s Social Care, in order to appropriately safeguard and support students as directed by DSL or Deputy DSL • Arrange and attend a range of external agency meetings • Oversee the coordination of student appointments with external safeguarding agencies, dealing with parent queries when necessary, signposting them to relevant staff members for support.

General Responsibilities	<ul style="list-style-type: none"> • To attend team and staff meetings as required • To maintain confidentiality and observe data protection and associated guidelines where appropriate • To keep up-to-date on statutory guidance updates and new statutory guidance implementation as and when released • To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies • To know, actively support and comply with all the school's policies and procedures e.g. Health & Safety, Attendance, Equal Opportunities, Child Protection and Behaviour, Data Protection
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Other Specific Duties	<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.</p>
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